MUNICIPALITY OF GLENELLA-LANSDOWNE

BY-LAW 2/2019

Being a by-law to govern the organization of the Municipality of Glenella-Lansdowne and the committees thereof.

**WHEREAS** Section 148 (1) of The Municipal Act provides that a council must establish by by-law an organizational structure for the municipality and review the by-law at least once during its term of office.

**THEREFORE, BE IT RESOLVED** that the council of The Municipality of Glenella-Lansdowne, in open meeting assembled enacts as follows:

**TITLE**

1. This by-law may be referred to as “The Municipality of Glenella-Lansdowne Organizational By-law.”

**ROLE OF COUNCIL**

1. Council is responsible
2. For developing and evaluating the policies and programs of the municipality;
3. For ensuring that the powers, duties and functions of the municipality are appropriately carried out, and
4. For carrying out the powers, duties and functions expressly given to the council under this or any other Act.

**GENERAL DUTIES OF MEMBERS**

1. Each member of a council has the following duties:
2. To consider the well-being and interests of the municipality as a whole and to bring to the council’s attention anything that would promote the well-being or interests of the municipality;
3. To participate generally in developing and evaluating the policies and programs of the municipality;
4. To participate in meetings of the council and of council committees and other bodies to which the member is appointed by the council;
5. To keep in confidence a matter that is discussed at a meeting closed to the public under subsection 152(3) and that the committee decides to keep confidential until the matter is discussed at a meeting of the council or of a committee conducted in public;
6. To perform any other duty or function imposed on the member by the council or this or any other Act.

**COMMITTEES**

1. The general duties of committees shall be as follows:
2. To report from time to time on all matters connected with the duties imposed on the committee and to recommend such action as may be deemed necessary.
3. To prepare and introduce to council all such by-laws as may be necessary to give effect to the report and recommendations that are adopted by council.
4. To consider and report respectively on any and all matters referred to them by council.
   1. The following committees are hereby established as the Standing Committees of council:
5. Legislative and Finance Committee
6. Personnel and Policy Committee
7. Protective Services Committee
8. Transportation Services Committee
9. Environmental Health Services Committee
10. Water Utility Committee
11. Economic Development Services Committee
12. Recreation and Culture Committee
    1. The special duties of the Standing Committees, in addition to the aforesaid general duties, shall be as follows:
13. Legislative and Finance Committee
14. To supervise all accounts, expenditures and outlay and all sums payable under contract before any monies are paid; and no account, claim or demand not expressly authorized to be paid by a statute, by-law or resolution of council, shall be paid by the CAO until the same has been authorized by the Legislative and Finance Committee and approved by council.
15. Personnel and Policy Committee
16. To consider salary and wage negotiations
17. To consider requests for benefits
18. To assist with interviewing of new employees
19. To review and draft personnel policy
20. To review and draft job descriptions
21. To review and consider grievances of employees
22. Protective Services Committee
23. Transportation Services Committee
24. To consider and report on all matters relating to municipal land, buildings and equipment, including their acquisition, maintenance and disposal
25. To consider and report on all matters relating to municipal roads and their opening, closing, altering, diverting and maintenance
26. To recommend to council at the beginning of each year such projects, works and matters under its control as it considers essential to be carried out during the year, together with their detailed cost.
27. Environmental Health Services Committee
28. Water Utility Committee
29. Economic Development Services Committee
30. Recreation and Culture Committee
31. To review all applicants for recreation and culture grants from organizations
32. To review the need for recreation within the municipality
33. To consider and report on matters respecting libraries and other cultural services
    1. Each Standing Committee shall be composed of the whole council being a Committee of the Whole, unless a sub-committee of Council is formed involving 2 or more Councillors.
    2. Each Councilor shall be responsible respectively for his ward as it pertains to obtaining and evaluating information exclusive to their ward and in reference to the requirements of the committee of Transportation Services and that such information be presented to the Committee of the Whole for approval.
    3. At the first regular meeting of council in each year, the council must consider the appointments to Standing Committees and other bodies of council. All appointments to Standing Committees and other bodies of council, including the naming of a chairperson, must be approved by resolution of council.
    4. Regular meetings of the Standing Committees may be held as determined by each Standing Committee.
    5. Special meetings of Standing Committees may be called by the chairperson or by two members of the committee in the same manner as provided in the Rural Municipality Procedures By-law.
    6. A special committee of council may be appointed by resolution of council at any time, specifying the business to be dealt with by the committee.
    7. An appointment to any committee of council may be repealed only by a resolution of the council.

**HEAD OF COUNCIL**

1. The Head of Council for the Municipality of Glenella-Lansdowne is to have the title of Reeve.
   1. At the first regular meeting of council in each year, council must be resolution appoint a councilor as Deputy Reeve who shall act in place of the Reeve when the Reeve is unable to carry out the powers, duties and functions to the Reeve.
   2. In addition to performing the duties of a member of Council, the Reeve has a duty:
2. To preside when in attendance at a council meeting, except where the procedures by-law or this or any other Act otherwise provides;
3. To provide leadership and direction to the council:
4. To perform any other duty or function assigned to a Reeve by this or any Act.

**YOUTH MEMBER**

1. The Council of the Municipality of Glenella-Lansdowne, may, by resolution, appoint a person with the title youth member to sit with the council and to participate in council deliberations.
   1. A youth member must be less than 18 years of age or enrolled as a full time student in school and must be a resident of the Municipality of Glenella-Lansdowne.
   2. A youth member is not permitted to move or second any resolution nor is the youth member counted for the purpose of deciding a vote of the council. A youth member is not allowed to participate in committee of the whole deliberations that are closed to the public.
   3. The term of office for a youth member is to be established with the appointment but shall not exceed 1 year.

**BOARD OF REVISION**

7.1 The Board of Revision for the Municipality of Glenella-Lansdowne shall consist of the whole of the council.

7.2 The Reeve shall sit as the chairman of the Board of Revision

7.3 The CAO shall sit as the secretary for the Board of Revision.

**SIGNING AUTHORITY**

8.1 Agreements, cheque and other negotiable instruments must be signed or authorized by:

1) The Reeve or Deputy Reeve; and

2) The Chief Administrative Officer or Assistant Chief Administrative Officer

**DONE AND PASSED** as a by-law of the Municipality of Glenella-Lansdowne duly assembled in the Council Chambers at Glenella, in the Province of Manitoba, this 14th day of March, A.D. 2019.

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Reeve – Richard Funk

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C.A.O. - Wendy Wutzke

Read a first time this 14th day of February, A.D., 2019

Read a second time this 14th day of March, A.D., 2019

Read a third time this 14th day of March, A.D., 2019